

ROUTING AND TRANSMITTAL SLIP

Date 3/26/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/PROCUREMENT MANAGEMENT STAFF/OL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR APPROPRIATE ACTION

cc: D/FINANCE

COMPTROLLER

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR				
4 D/ICS				
5 DDI				
6 DDA				
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers				
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19 NIO				
20				
21				
22				

SUSPENSE _____ Date _____

Remarks

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

TO: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	
	Phone No.

5041-102

* GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.506

3637 (10-81)

25 Mar 85

Date

512 JANNEYS LANE
ALEXANDRIA, VIRGINIA
22302

DD/A Registry

85-1058

Executive Registry

85- 1304

March 20, 1985

The Honorable William J. Casey
Director of Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

Dear Director Casey:

Kaplan Consultants is a service firm which specializes in Budget Planning, Cost Tracking and Force Management. Based upon the objectives of Reform 88 and the directives in OMB Circular A-127, we feel that we can be of support to your efforts to manage costs. We would like the opportunity to make your staff more familiar with our services and systems. Please inform us who in your office has been appointed as the senior official to coordinate the agency wide program to comply with OMB Circular A-127, and who is the responsible official for each of your current financial systems. In addition, we request a copy of your policy guideline directive as outlined in section 7.a. of OMB Circular A-127. We will direct our efforts appropriately.

Thank you in advance for your assistance.

Sincerely,

L. Kaplan

L. Kaplan
Manager,
Government Market

LK/pg

Systems Consultants to the Federal Financial Community